



State of Arizona

Department of Education
Accountability Division

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

DATE: March 7, 2008

TO: High School Principal
Superintendent, Unified and High School Districts
Charter High School Principal
Advanced Placement Coordinator

FROM: John Balentine
Accountability

RE: **Notice of 2008 Advanced Placement Exam Fee Waivers for Eligible Low-Income Students**

The Arizona Department of Education has federal grant funds to provide exam fee waivers for Advanced Placement students eligible for the Federal Free and Reduced Price Meal Program.

Exams eligible for the AP Exam Fee Waiver must be indicated using The College Board's reporting mechanism, listed below for your convenience. Participating districts and charters will be responsible for verifying the eligibility of students for the fee waiver. **Please return the enclosed Assurance Form by March 28, 2008.** To ensure the privacy of participating students, *the names of individual students shall not be required or requested.*

The State of Arizona will pay \$54 per AP exam for public school students qualifying for the College Board fee reduction. The College Board will provide a \$22 fee reduction and the high school will forego its \$8 administration fee. The final AP exam fee for qualifying students: **\$0.**

***PLEASE FOLLOW THE STEPS LISTED ON THE NEXT PAGE**

IDENTIFYING AND ORDERING AP EXAMS ELIGIBLE FOR FEE WAIVERS

STEP 1: AP Coordinators in Arizona will forgo collection of AP Exam fees from students qualifying for the AP Exam fee reduction.

STEP 2: Fill in the Assurance Form on the next page and mail it to the address listed at the bottom of the form.

STEP 3: Keep a list of students who are eligible for fee reductions.

STEP 4: Go to the following website: www.collegeboard.com/school to order exams and make sure to include all exams that qualify for the fee reduction (Deadline for ordering exams is April 18, 2008).

STEP 5: On exam day, fill in the option #1 oval on the answer sheets for students who qualify for the fee reduction.

STEP 6: After exam administration, generate two invoices, one for the College Board and one for the state by logging on to www.collegeboard.com/school, signing in, and going to “Generate Invoice.” When generating your invoice online, you will need your Packing List and the number of exams (not students) that qualify for the fee reduction.

STEP 7: Mail State invoice copy to:

Advanced Placement Incentive Program
John Balentine, Director
Arizona Department of Education
1535 W. Jefferson Street, Bin 64
Phoenix, AZ 85007

STEP 8: The College Board will bill the State directly for qualifying students' AP Exam fees.

Please contact John Balentine with any questions at 602-364-1907, or at John.Balentine@azed.gov

cc: AP/Gifted Education Coordinator

ADVANCED PLACEMENT INCENTIVE PROGRAM ASSURANCE FORM

I certify that all students participating in the AP Exam Fee Waiver Program for the 2007-08 academic year have met **one** of the following guidelines for low-income eligibility: 1) data used by the Secretary of Education to determine allocations under section 1124 of the Elementary and Secondary Education Act; 2) data on children eligible for free or reduced-priced lunches under the National School Lunch Act; 3) data on children in families receiving assistance under part A of title IV of the Social Security Act (Temporary Assistance for Needy Families); 4) data on children eligible to receive medical assistance under the Medicaid program under title XIX of the Social Security Act, or 5) through an alternative method that combines or extrapolates from the above mentioned data.

Superintendent (please print)

AP Representative (please print)

Signature

Signature

Date

District

Street Address

City, State, Zip

Phone Number

E-mail Address

Date

Please return to:

Advanced Placement Incentive Program
John Balentine, Director
Arizona Department of Education
1535 W. Jefferson Street, Bin 64
Phoenix, AZ 85007

Phone: 602-364-1907

Fax: 602-364-0556

E-mail: John.Balentine@azed.gov